



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 040 - 2010

- OPEN TO:** **All Bangladeshi Interested Qualified Candidates**
- POSITION:** **Project Management Specialist
FSN-4005-12
(Salary Range Tk. 124,729 – Tk. 195,105 per month)
Depending on qualifications and experience,
Incumbent may be hired at a trainee grade
(One grade lower than the established grade
FSN-12) if s/he does not meet all required
qualifications.)**
- OPENING DATE:** **May 13, 2010**
- CLOSING DATE:** **June 06, 2010**
- WORK HOURS:** **Full-time; 40 hours/5 days per week**

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of Project Management Specialist in the Office of Population, Health, Nutrition and Education.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no



qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Project Management Specialist is a recognized expert in the field of Public Health in Bangladesh, particularly in primary health care service delivery and capacity strengthening in the NGO and the public sectors. He/she serves as a principal advisor and assistant to the Director and Deputy Director of PHNE in providing substantive advice and support in the formulation and administration of USAID Bangladesh's Population, Health and Nutrition program. He/she is instrumental in the conception, design, development, negotiation and implementation of highly visible and critical projects which directly impact on the success in achieving USAID's goals and objectives in the health sector.

The incumbent serves as Contracting Officer's Technical Representative (COTR) and Agreement Officer's Technical Representative (AOTR) for designated projects related to health service delivery and institutional capacity strengthening in the NGO, private and public sector health care programs. He/she is responsible for the administration and management of assigned projects to ensure that objectives are achieved in accordance with program descriptions and approved work plans and budgets. He/she will also manage activities funded through USAID/Washington contracting mechanisms and liaise with headquarter counterparts.

The incumbent is PHNE's chief liaison with the Government of Bangladesh. He/she ensures open lines of communication and collaboration with all the government ministries and other stakeholders He/she will coordinate with the GOB, other donors and stakeholders to ensure maximum impact of USAID's investment in the health sector.

The incumbent requires minimal supervision in performing his/her responsibilities and tasks. Mostly works independently but under the guidance of the PHNE Deputy Director. Performance is evaluated annually on basis of achieving work objectives and performance measures, with mid-year evaluations.



MAJOR DUTIES AND RESPONSIBILITIES:

A. As senior public health expert and advisor for the Mission, the incumbent will perform the following duties:

- Maintain contact and coordinate with senior officials of the Ministry of Health, donor organizations, government institutions and other stake holders to achieve and enhance PHNE objectives and Mission goals.
- Provide advice, guidance and support to the Mission and PHNE on PHNE's program directions and policies; strategies and designs to achieve PHNE program objectives; and overall management of PHNE program activities.
- Inform, advise and make recommendations to the Mission on population and health issues/policies based on review of evidence based information/reports, program experiences, observations, professional networking and judgment.
- Assist the PHNE Director and Deputy Director in identifying and tracking performance indicators to be incorporated in the Mission annual performance report and Performance Monitoring Plan; drafting performance report, the Operational Plan and other Mission reporting documents for USAID. Assess the quality of data used to report PHNE's program performance.
- Chair or represent PHNE /USAID at important meetings (both within and outside the Mission) such as national level committees and task forces.
- Work closely with the PHNE program implementing partners and other parties to ensure that program achievements and lessons learned are properly disseminated to national and international stakeholders.
- Represent USAID/Bangladesh at international and national meetings that establish policy recommendations on public health issues for the region and individual countries.
- Prepare briefing papers, talking points, memos or cables for information and action, and responds to requests from Mission management, USAID Washington, and other parties as needed.

B. Serve as COTR and AOTR for projects/activities related to health service delivery and capacity strengthening of NGO and public sector programs, with an annual budget of up to \$20-25 million. COTR and AOTR activities would include:



- Perform all responsibilities authorized through COTR/AOTR Designation of Authority. For example: Provide technical advice, guidance and oversight to projects being managed; monitor project progress against objectives; ensure compliance with terms and conditions of agreements; ensuring timeliness of implementation; monitoring budgets, pipelines, accruals and other financial matters. The incumbent will evaluate contractor performance, maintain project records and status reports, prepare necessary project documentation, recommend solutions to problems, and otherwise assist in the day to day management of projects.
- Lead regularly scheduled meetings and program reviews with implementing partners to discuss the progress of program implementation, including setting the agenda, leading the discussion and ensuring that the meeting minutes are recorded.
- Make regular field trips to monitor program implementation and to meet with customers and beneficiaries. Write trip reports, Family Planning Compliance findings and share the findings with partners, PHNE team and Headquarter staff as appropriate. Advise and make recommendations on policy and implementation issues.
- Coordinate with USAID's support offices to monitor and track that all USAID financial and management procedures are being followed by the project. Highlight and resolve any financial or other procedural non-compliance through consultation with USAID's appropriate offices.
- Coordinate with USAID education programs and collaborate with other technical offices to promote synergies with other USAID/Bangladesh technical offices.
- Ensure compliance to Mexico City Policy, Tiahrt Amendment and other US Government legislation and policy restrictions.
- Assist in making arrangements for visits to project sites by VIPs and other officials.

C. As senior advisor for government relations, the incumbent will perform the following duties:

- Maintain an advisory role and collaborative working relations with senior government officials at the Additional Secretary, Joint Secretary and Director



General levels to coordinate policy and administrative matters pertaining to bilateral health program with GOB.

- Coordinate national level Project Steering Group meetings annually to ensure USAID activities are aligned with GOB national plan and Bangladesh's Millennium Development Goals.
- Lead discussions to revise program results. Conceptualize and draft amendments to cooperative agreements, the PROAG and other documents that are in line with new program directions.
- Provide GOB with regular budget and expenditure reports for bilateral program. Coordinate with projects and GOB officials for financial reporting and management. Ensure PHNE/USAID program components have requisite GOB CD/VAT access as per their procurement plans.

D. Supervisory Duties

- The incumbent will assume supervisory duties for Foreign Service National staff as assigned by the PHN Director.
- The incumbent is responsible for operating USAID information system and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:
- Separation of Duties- That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which result in a security breach.
- Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to know – That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect that information, using safeguards appropriate to its Sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

1. Education: Masters Degree in Public Health or relevant subject required.

(You must attach a copy of your Master's degree completion certificate/or a relevant experience certificate along with your resume and or application form.)

2. Language Proficiency: Level IV (fluent) English and Fluent Bangla. English reading, writing, and speaking skills are required at a very high level. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner.

3. Prior Work Experience: Five to seven years of progressively responsible professional or program experience in public health is required. At least three years experience in development assistance or related work for host government, foreign government, other donor agencies, host-government organizations or the private sector is required. Experience working with NGO and public sector health programs and liaising with the government. Significant experience in NGO programming is desirable. Leadership and senior level management expertise to interact with GOB policy makers and program managers, donors, and support program implementation are required.

4. Knowledge: Thorough knowledge of concepts, techniques and practices of family planning and primary health care delivery in developing countries is required. Knowledge of best practices in designing, implementing, monitoring and evaluating health program is needed. Must have thorough knowledge and understanding of : NGO and GOB health programs and management; GOB organizational culture, structure, policies, and development priorities; GOB inter-ministerial relations and how Ministry of Health and Family Welfare functions within and between various GOB entities. Knowledge of strategies, programs, and working methodologies of other donor agencies in the health sector is desired. Should have or be able to acquire a thorough knowledge of U.S. development assistance, programming policies, regulations, procedures and documentation.



5. Skills and Abilities: Ability to plan, organize, manage and evaluate complex projects is required. Ability to obtain, analyze, and evaluate a variety of data and to organize and present it in meaningful terms to others, particularly to Mission management, is required. The ability to draft factual and interpretive reports covering complex subject-matter is required. Ability to exercise good social and professional judgment, excellent interpersonal and communication skills in cross cultural and multi-level settings. Ability to establish and maintain effective contacts with senior government officials and other partners. Ability to work within a team setting with minimum supervision. Ability to provide intellectual explanations on any policy issues related to GOB and foreign government programs.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include written examinations and oral interviews. The probationary period for this position is one year.

ADDITIONAL SELECTION CRITERIA:

1. The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.



TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed "Application for Employment as a Foreign Service National" Form or a plain resume along with a cover letter as convenience. [Blank application forms are available at the South barrier \(near the Vatican Embassy\) and at U.S. Embassy website at: \[Dhaka.usembassy.gov\]\(http://Dhaka.usembassy.gov\)](#). In-house interested candidates may collect the form from the Human Resources Section, USAID, Room No. 64, Chancery Building, C/o American Embassy, Dhaka. One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- FAX: (880-2) 8823648
- By Hand with No Sealed Envelope

A copy of blank form is also attached hereto for your convenience.

[Application Form](#)

All applicants must complete application forms, attach a passport size photograph and a copy of educational or trade school certificate. Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at anytime.

SUBMIT APPLICATION TO:

Supervisory Executive Officer
Executive Office
USAID, Bangladesh
C/o American Embassy
Dhaka

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *"Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-*

laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.